

DFRC Invitational Travel Step by Step Authorization Process:

NOTE: Any traveler who is NOT a NASA-Dryden Employee must be processed through Travel Manager using this process.

- Receive traveler info including: name, SSN, address, and bank account info (EFT or Check). Also Sponsor's Name and Org.
- Call the BISS Helpdesk x2477 to set up an invitational routing path for the Sponsor **before** creating an invitational authorization order to ensure the correct routing of the document will occur. Failure to notify the BISS Help Desk will cause delays in the document process.
- For EFT turn in the SF1199A (EG) Direct Deposit Sign-Up form ASAP to get the Vendor Code setup. The travel authorization cannot be datalinked in Travel Manager until the traveler has a vendor code nor can the traveler be reimbursed for their travel. (If it is a NASA employee from another center, they will need to get their bank info from their payroll office and fax it to (661-276-2836))
- Start Authorization in Travel Manager:
 1. Create a new document
 2. Enter Document Type: Authorization
 3. In SSN field type traveler's SSN.
 - Add the lowercase letter (i for invitational) if a non-NASA employee (or Contractor). Example: 123-45-6789i
 - The invitational routing list must be used
 - Add the lowercase letter (d for Dryden) if a NASA employee from another center to the end of the SSN. Example: 123-45-6789d
 - The regular domestic routing list may be used
 4. Click Add Traveler button

Personal Information Section:

5. Enter first and last name
6. Click Sponsor SSN icon and select the Sponsor's Name with SSN
7. In Charge Card field: if a civil servant it should be set to (Cardholder), if a civilian it should be set to (Not Authorized)
8. Enter traveler's city, state & zip code
9. Email: enter the Sponsor's email address
 - A sponsor must be selected before using an Invitational Authorization. In Travel Manager, the sponsor is only considered a proxy for the travel authorization and voucher.
10. Enter Printed Org (i.e. 24-XX if sponsor is in org code XX)
 - The Printed and Branch Org must be entered in the traveler section otherwise the document will fail Travel Manager
11. Be sure that the correct routing list is selected for "invitational" travel.

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Office Mailing Address:

12. Enter on the second line of the Office Mailing Address the single or two-digit org code of the sponsor (i.e. X or XE).
 13. Scroll to the top of the page and check the Apply Changes Globally.
 14. Click Save
- Complete Authorization as normal.
 - After completing Authorization email (Yvonne Schmidt and Taryn Wilson) with the following information:
Direct Deposit Sign-Up form will need to be completed by the Traveler and put on file in the Travel Office.)
 - The Sponsor will stamp & route the Authorization after the Preparer has completed it.
 - The Sponsor will be notified by email when the Authorization is approved.

After Travel is completed:

- Traveler will need to send their receipts to the Sponsor. (This can be org receipts or faxed receipts as long as they are readable)
- Preparer or Sponsor will then complete the Voucher using received receipts
- Before the Sponsor stamps and signs the voucher a copy must be printed and sent to the Traveler for review (via e-mail or fax). Make any corrections necessary. When Traveler approves the information on the Voucher they must sign and fax a copy to the Preparer or Sponsor. Keep a copy for your records.
- Sponsor will review voucher then stamp & sign the Voucher.

NOTE: The Sponsor must track the document and sign proxy for the traveler after receiving a signed hard copy of the voucher.

- When the Voucher is disbursed for payment the Sponsor will receive an email.
- The traveler will then be reimbursed in the payment method specified.
- When completed with Voucher process call the BISS Helpdesk x2477 so that the Sponsor's routing list can be returned back to normal.